



**STATE ASSESSORS BOARD  
REGULAR MEETING MINUTES OF SEPTEMBER 24, 2007  
Bond Finance Board Room, Richard H. Austin Building  
430 West Allegan Street, Lansing, Michigan**

**CALL TO ORDER:** The September 24, 2007 meeting of the State Assessors Board was called to order at 10:00 a.m. in the Bond Finance Board Room in the Richard H. Austin Building, 430 West Allegan Street, Lansing, Michigan.

**ROLL CALL:**

Members present: Lisa A. Hobart, Chairperson  
Henry O. Allen, Vice Chairperson  
Maxine J. McClelland, Member  
Frederick W. Morgan, Member

Member absent: Raman A. Patel, Member (excused)

Staff present: David C. Lee, Executive Secretary

**APPROVAL OF MINUTES:** It was moved by McClelland, seconded by Morgan, and unanimously approved to adopt the regular meeting minutes of the August 13, 2007 meeting of the State Assessors Board as presented.

**PUBLIC COMMENT:** There was no public comment.

**EDUCATIONAL PROGRAMS:**

1. It was moved by Allen, seconded by McClelland, and unanimously approved to adopt the educational materials presented to the Board as the Board's 2007-2008 certification renewal program and to authorize the Executive Secretary to make any needed corrections to the materials over the course of the renewal period.
2. It was moved by McClelland, seconded by Morgan, and unanimously approved to use the 2007-2008 certification renewal program announcement language as presented and to give approval for the announcement to be disseminated using various methods.
3. It was moved by Allen, seconded by McClelland, and unanimously approved to pay instructors of the 2007-2008 certification renewal program a stipend in the amount of \$200 per program segment or \$600 for presenting all three segments of the program, with this remuneration structure and its effects on the Board's finances to be reviewed after one year.
4. It was moved by Allen, seconded by Morgan, and unanimously approved to authorize the Executive Secretary to pursue the development of an on-line version of the adopted 2007-2008 certification renewal program as well as the placement of this version of the program on the Michigan Assessors Association Website and the State Assessors Board Web page.

## **EDUCATIONAL PROGRAMS (Continued):**

5. The Board received information from Mr. Martin D. Marshall of the Board's Assessment Administration Compliance Committee regarding planned dates and locations for the 2007-2008 certification renewal program through the end of 2007 for which he had coordinated arrangements.
6. The Board received a communication from the Executive Secretary regarding State Assessors Board Course 1.
7. It was moved by McClelland, seconded by Morgan, and unanimously approved to give approval to a request for six hours of annual renewal credit for an International Right of Way Association program titled "Course 409 Integrating Appraisal Standards".
8. It was moved by McClelland, seconded by Morgan, and unanimously approved to grant the request for five hours of renewal credit for an Oakland University course titled "Course REA517 Technology Tools for the Contemporary Expert".
9. The Board received a communication from the Executive Secretary regarding State Assessors Board six-hour renewal evaluations.
10. The Board received and reviewed course evaluations for the Michigan Assessors Association course titled "State Assessors Board Required Narrative Report Writing Workshop".
11. It was moved by Morgan, seconded by McClelland, and unanimously approved to grant six hours of annual renewal credit and Uniform Standards of Professional Appraisal Practice credit for an on-line McKissock course titled "2006 National USPAP Update Course".
12. It was moved by McClelland, seconded by Allen, and unanimously approved to give approval to the level 3 experience qualification requests of Ms. Julie A. Cain-Derouin and Mr. Wade R. Mazure.
13. It was moved by Allen, seconded by McClelland, and unanimously approved to grant 2007-2008 certification renewal credit to members of the Board's Assessment Administration Compliance Committee upon successful completion of the required program quiz.

## **CERTIFICATION LEVEL MATTERS:**

1. It was moved by McClelland, seconded by Morgan, and unanimously approved to take no action with regard to the request of the Deputy Director of the Huron County Equalization Department to allow her to act as Interim Director for a year.
2. It was moved by Morgan, seconded by McClelland, and unanimously approved to have the Executive Secretary (1) respond to the request from the Chairman of the Huron County Board of Commissioners regarding a joint equalization operation with Tuscola County and attempt to obtain additional information relating to the request and (2) make an inquiry with the Department of Attorney General as to whether the Board's certification level requirements could properly be construed to allow Huron County and Tuscola County to operate a joint equalization operation with less than a level 4 assessing officer serving as director.

### **CERTIFICATION LEVEL MATTERS (Continued):**

3. It was moved by McClelland, seconded by Morgan, and unanimously approved to authorize formal notification to the assessing officer currently serving as the interim equalization director of Muskegon County regarding his under-certified status.

**CERTIFICATION APPLICANTS:** It was moved by Allen, seconded by McClelland, and unanimously approved to grant formal approval to the list of certification applicants provided to the Board. The list of certification applicants which was approved by the Board and the certification totals presented to the Board were as follows:

#### **Certification Applicants September 6, 2007**

##### **Level 1**

Callebs, James S.  
Clement, Dale S.  
Coucke, Christopher

Holland, Daniel  
Landry, Jessica R.  
Nephew, Rachel

Pallie, Lydia  
Trayling, Anita M.  
Wagner, Ruth E.

##### **Level 2**

Brassard, Lori  
Carr, Sabrina A.  
Coucke, Christopher  
Grimm, Brian

Holland, Daniel  
Litzner, Daniel J.  
Metreger, Karen C.

Miller, Jeff  
Patterson, Kimberly A.  
Wagner, Ruth E.

##### **Level 3**

Cousineau, Catherine A.

Scheitz, Dawn L.

#### **Certification Totals**

##### **September 6, 2007**

Level 1	617
Level 2	971
Level 3	876
Level 4	<u>147</u>
<b>Total</b>	<b>2,611</b>

**FIRST CLOSED MEETING:** A closed meeting was permissible under the Open Meetings Act, Michigan Compiled Law (MCL) 15.268(h). (See also the Freedom of Information Act, MCL 15.243(1)(d) and 15.243(1)(k) and the Open Meetings Act, MCL 15.267(2).) A motion was made by Morgan and seconded by Allen to go into closed session. A roll call vote occurred: Hobart—yes, Allen—yes, McClelland—yes, and Morgan—yes. The motion was unanimously approved.

A closed session was held and the following items were considered by the Board:

1. Closed meeting minutes from August 13, 2007
2. Interview of an individual requesting to become a narrative appraisal grader
3. Oral examination for level 4 certification

### **FIRST CLOSED MEETING (Continued):**

A motion was made by Allen and seconded by McClelland to return to open session. A roll call vote occurred: Hobart—yes, Allen—yes, McClelland—yes, and Morgan—yes. The motion was unanimously approved.

### **OPEN MEETING ACTIONS ON FIRST CLOSED MEETING ITEMS:**

1. It was moved by Morgan, seconded by McClelland, and unanimously approved to approve Mr. David VanderHeide for level 4 certification.
2. It was moved by Morgan, seconded by Allen, and unanimously approved to adopt the closed meeting minutes of August 13, 2007 as presented.
3. It was moved by Allen, seconded by McClelland, and unanimously approved to approve the person who was interviewed as an anonymous narrative appraisal grader.

**MEETING RECESS:** The meeting recessed at 12:25 p.m. The meeting reconvened at 12:35 p.m.

### **ROLL CALL:**

Members present: Lisa A. Hobart, Chairperson  
Henry O. Allen, Vice Chairperson  
Maxine J. McClelland, Member  
Frederick W. Morgan, Member

Member absent: Raman A. Patel, Member (excused)

Staff present: David C. Lee, Executive Secretary

**SECOND CLOSED MEETING:** A closed meeting was permissible under the Open Meetings Act, MCL 15.268(a) and MCL 15.268(h). (See also the Freedom of Information Act, MCL 15.243(1)(b)(ii) and MCL 15.243(1)(k).) A motion was made by Morgan and seconded by McClelland to go into closed session. A roll call vote occurred: Hobart—yes, Allen—yes, McClelland—yes, and Morgan—yes. The motion was unanimously approved.

The closed session was held and the following items were considered by the Board:

1. State Assessors Board 2007-2008 certification renewal program quiz questions
2. Revocation petitions 06-0030, 06-0031, 06-0034, and 06-0035
3. Revocation petition 07-0001
4. A request to challenge the first grading of a narrative appraisal
5. Subject property approval requests
6. A communication from a level 4 candidate concerning the candidate's progress toward completing a second submission of a narrative appraisal

## **SECOND CLOSED MEETING (Continued):**

7. Revocation petition 07-0008
8. Revocation petition 07-0021
9. Revocation petition 07-0022
10. Revocation petition 07-0023

A motion was made by Morgan and seconded by McClelland to return to open session. A roll call vote occurred: Hobart—yes, Allen—yes, McClelland—yes, and Morgan—yes. The motion was unanimously approved.

## **OPEN MEETING ACTIONS ON SECOND CLOSED MEETING ITEMS:**

1. It was moved by Morgan, seconded by Allen, and unanimously approved to adopt the 2007-2008 certification renewal program quiz questions as presented.
2. It was moved by Allen, seconded by Morgan, and unanimously approved to deny the request to challenge the first grading of a narrative appraisal.
3. It was moved by Allen, seconded by Morgan, and unanimously approved to grant approval to the subject property approval requests.
4. It was moved by Morgan, seconded by Allen, and unanimously approved to grant a 45-day extension toward completing all level 4 certification requirements to the level 4 candidate requesting an extension.
5. It was moved by Morgan, seconded by McClelland, and unanimously approved to have the assessing officer named in revocation petitions 06-0030, 06-0031, 06-0034, and 06-0035 provide written responses to several specific questions.
6. It was moved by McClelland, seconded by Morgan, and unanimously approved to have the assessing officer named in revocation petition 07-0001 provide an explanation why property was omitted from the assessment roll following a reappraisal by the assessing officer.
7. It was moved by McClelland, seconded by Allen, and unanimously approved to dismiss revocation petition 07-0008.
8. It was moved by Morgan, seconded by McClelland, and unanimously approved to have the assessing officer named in revocation petition 07-0021 answer the allegations contained in the petition in writing.
9. It was moved by Morgan, seconded by McClelland, and unanimously approved to have the assessing officer named in revocation petition 07-0022 answer the allegations contained in the petition in writing.

**OPEN MEETING ACTIONS ON SECOND CLOSED MEETING ITEMS (Continued):**

10. It was moved by McClelland, seconded by Morgan, and unanimously approved to dismiss revocation petition 07-0023.

**COMMUNICATIONS:**

1. A letter from Ms. Joan E. Peoples thanking the Board for the Board's retirement gift was received by the Board.
2. A letter from the Upper Peninsula Assessors Association requesting the establishment of an annual State Assessors Board testing site in the Upper Peninsula was received by the Board and discussed. It was moved by McClelland, seconded by Morgan, and unanimously approved to pursue establishment of up to two testing sites per year in the Upper Peninsula.
3. A letter from Ms. Deborah L. Harrison regarding the instruction of a level 2 class sponsored by the St. Clair County Assessors Association was received by the Board.
4. A letter from Mr. Scott C. Reed requesting an extension to complete level 4 certification requirements was received by the Board. No action was taken by the Board regarding the requested extension.

**OTHER BUSINESS:** A proposed 2008 State Assessors Board meeting schedule was presented to the Board.

**ANNOUNCEMENTS:** The next meeting of the State Assessors Board is scheduled for October 26, 2007 at 9:30 a.m. in the first floor Bond Finance Board Room of the Richard H. Austin Building, 430 West Allegan Street, in Lansing.

**ADJOURNMENT:** It was moved by Allen, seconded by Morgan, and unanimously approved to adjourn the meeting. The meeting adjourned at 2:35 p.m.

**Date minutes typed: September 30, 2007**

**Date minutes approved: 10-26-07**

  
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Lisa A. Hobart, Chairperson